


CTP Maps - Adopt by NCDOT

Transportation Planning Branch		Approved: April 4, 2007 Revised: January 23, 2012 Version 4
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Purpose

The purpose of this procedure is to describe the steps for obtaining the North Carolina Department of Transportation (DOT) adoption of Comprehensive Transportation Plan (CTP) Maps, ensuring appropriate standards and deadlines are met.

Background

This procedure is triggered by:

- the adoption of the CTP Maps by a local area(s) (municipality and/or a county) (refer to [“CTP Maps – Adopt by Locals”](#) procedure) and endorsement by the appropriate Rural Planning Organization (RPO) (refer to [“CTP Maps – Endorse by RPO”](#) procedure), or
- the adoption of the CTP Maps by a Metropolitan Planning Organization (MPO) (refer to [“CTP Maps – Adopt by MPO”](#) procedure) (local area(s) adoption is not required for the CTP Maps within the MPO).

In order for the CTP Maps to have legal standing for local implementation, the municipality and/or county, or the MPO and the DOT must mutually adopt them.

Responsibility

- It is the responsibility of the **North Carolina Board of Transportation (BOT)** to adopt the CTP Maps on behalf of NCDOT.
- It is the responsibility of the **Project Engineer** to:
 - Develop the CTP Maps
 - Coordinate review of the CTP Maps by the Group Supervisor, Unit Head, and Branch Manager
 - Place a copy of the meeting minutes showing the BOT adoption (from the [BOT website](#)) into the appropriate CTP files

- To provide paper copies of the Recommended CTP Maps to the Division Engineer and appropriate Board of Transportation Member(s) at least two weeks prior to the Board Meeting.
 - To submit the appropriate number of CTP Maps for the BOT agenda in hard copy and .pdf.
- It is the responsibility of the **Web Designers** (currently Scott Walston and Elena Talanker) to upload the Recommended/Adopted CTP Maps on TPB's website
- The **Branch Manager** to write and provide the Recommendation Memo to the BOT by the established deadlines.
 - The Transportation Planning Branch (TPB) management (or designee) to review maps for correctness and consistency and to present to BOT for approval.

Policy, Regulatory, and Legal Requirements

[North Carolina General Statute](#) 136-66.2. (b) requires that "After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO."

Scheduling and Time Constraints

The CTP Maps must be reviewed and approved by the Group Supervisor, Unit Head, and the Branch Manager prior to being submitted for local adoption. The CTP Maps, once finalized, must be submitted to the Branch Manager (hard copy and .pdf) two weeks prior to the reproduction deadline for approval of the CTP Maps to be placed on the BOT agenda for the following month. For example, if the BOT will need to adopt the CTP Maps in March, the project engineer must turn in the CTP Maps to the Branch Manager two weeks prior to the reproduction date in February.

Procedures

Procedure Input – Adopted CTP Maps by local area(s) (with RPO endorsement) or adopted CTP Maps by MPO, with adoption and/or endorsement dates noted on the CTP Adoption Sheet. The [CTP Management Approval Checklist](#) must have the proper signatures and adoption dates shown prior to doing this procedure.

Procedure Output – BOT adopted CTP Maps, which are placed in the TPB 4th floor filing cabinet. Prepare the CTP Maps for reproduction as stated in [CTP Maps - Develop](#) and [CTP Maps - Internal Review](#) procedure.

Follow the steps below to properly process CTP Maps for BOT adoption.

Step	Action
1	<p>According to the CTP Maps - Internal Review procedure, after adoption by the local board(s) or an MPO, and RPO endorsement (if applicable), the PE prepares the CTP maps for NCDOT adoption. There are only two changes that should be made to the CTP maps:</p> <ul style="list-style-type: none"> • Remove the word "DRAFT" and replace with "RECOMMENDED" on the CTP maps. Word "RECOMMENDED" should be smaller than the CTP study name. • Add the local or MPO adoption, and the RPO endorsement (if applicable) date(s) to the Adoption Sheet (Sheet 1) of the CTP maps.

2	<p>The PE submits the Recommended CTP maps to the Supervisor, Unit Head and Branch Manager for review. The Recommended CTP maps shall be included in a packet along with the following information:</p> <ul style="list-style-type: none"> • CTP Management Approval Checklist; • Recommended CTP maps (at an 11x17 scale); • Draft CTP Report (BOT adoption date pending) <p>Local Adoption Resolutions & RPO endorsement (if applicable)</p>
3	<p>The Branch Manager reviews the CTP Maps for consistency with the CTP Map templates, CTP Map standards and ensures that the proper dates are filled in for the appropriate areas. Any comments must be addressed before moving forward for BOT adoption. The Branch Manager signs the CTP Management Approval Checklist after all comments are addressed.</p>
4	<p>Once the CTP Maps are finalized,</p> <ul style="list-style-type: none"> • PE emails to the Branch Manager ONE color .pdf copy of the Recommended CTP maps (at 11x17 scale) and ONE Black and White .pdf copy (at 8 ½ x 11 scale) of the Adoption Sheet (from ArcGIS). • PE emails a .pdf copy of the Recommended CTP Maps to the Web Designer (currently Scott Walston or Elena Talanker) (use CTP – Web Page Development procedure). The Web Designer places the maps online. • PE mails ONE paper copy of the Recommended CTP Maps to the appropriate BOT Member and Division Engineer. The accompanying memo should indicate that the CTP Maps are recommended and will be presented at the next BOT meeting for adoption (use Memo Sample 4 as a guide). <p>Note: The Recommended CTP Maps <u>must</u> be sent to the BOT member and Division Engineer at least two weeks prior to the BOT meeting.</p>
5	<p>The Branch Manager writes a memo (use Memo Sample 1 as a guide) for the BOT agenda and assigns the agenda item number that begins with the letter “T” followed by the appropriate number, corresponding to the order of the presentation of all CTP adoption requests for that month. This item number should be included in the header of the memo. The date of the BOT meeting is placed in the footer of the memo. The web link to the Recommended CTP Maps should be placed within the memo.</p> <p>The Branch Manager will email the signed memo and the 8 ½ x 11 B&W .pdf copy of the CTP Adoption Sheet (front and back) by the deadline to the BOT Secretary, the BOT Committees Staff Contact, and BOTweb@ncdot.gov, which places the agenda online.</p> <p>If there are no items for BOT adoption, the Branch Manager will prepare a page that states there are no T items for BOT approval with Item T-1 in the upper right hand corner and the BOT meeting date in the lower left hand corner (use Memo Sample 2 as a guide). The Branch Manager will e-mail the page to the BOT Secretary, the BOT Committees Staff Contact, and BOTweb@ncdot.gov.</p> <p>The Branch Manager reviews the packet of information again and cannot make changes to the agenda, but can pull the items on the agenda if there are errors</p>

6	The CTP Maps are reviewed by the Finance and Programming Committee of the BOT on Wednesday afternoon as part of the agenda review. At the BOT meeting on Thursday morning, the BOT adopts the CTP Maps with the other agenda items on behalf of NCDOT.
7	After the BOT adopts the CTP, the Branch Manager will notify the Project Engineer, who will download a copy of the appropriate page from the BOT minutes .
8	Following adoption, the PE makes following changes to the CTP maps: <ul style="list-style-type: none"> • The word “RECOMMENDED” is removed from the CTP maps • The NCDOT adoption date is added to the Adoption Sheet (Sheet 1) of the CTP maps
9	The Project Engineer will file a copy of the BOT minutes and the Adopted CTP Maps in the appropriate CTP project file, located in Room 447.
10	<ul style="list-style-type: none"> • The PE will submit the Adopted CTP Maps to the Web Designer to be placed online (use CTP – Web Page Development procedure) • The PE will write a memo for NCDOT Employees News (use Memo Sample 3 as a guide) that includes the web address of the adopted CTP Maps. After review by the Group Supervisor and Unit Head, the Project Engineer will submit the memo to NCDOT Employee News via email at employeeenews@ncdot.gov and cc: the Branch Manager, Unit Head and TPB Staff Engineer (currently Elena Talanker). This will take the place of any internal CTP map distribution. • The PE will send an email to the MPO, RPO, FHWA and the local governmental entities notifying them of the CTP Map adoption and will attach a .pdf copy of the adopted CTP Maps to the email. The email will also indicate the web address for the adopted CTP Maps. • The Project Engineer will mail out a memo (use Memo Sample 5 as a guide) and 1 copy of the CTP Maps to each of the local entities that adopted the CTP.

Warnings and Precautions

- The in-house [CTP Management Approval Checklist](#) must be filled out before submitting the CTP Maps for local and BOT adoption.
- If the CTP Maps are not submitted to the Branch Manager two weeks prior to the reproduction deadline (or earlier, if required), adoption of the CTP Maps will defer to the next month’s BOT agenda.
- The BOT may decide not to adopt the CTP Maps, which would mean more coordination between the DOT and local area(s). If this occurs, the Project Engineer would have to go back to edit the draft CTP Maps and begin the adoption process again ([“CTP Maps – Adopt by Locals”](#))
- The CTP Maps cannot be changed after local or BOT adoption. All changes to the CTP Maps must occur prior to any entity adopting or endorsing the CTP Maps. Any revision(s) to an adopted CTP Map must go back through local adoption (if not in an MPO), MPO adoption, RPO endorsement (for non-MPO areas), and NCDOT adoption.

Resources and Tools

- [NC Board of Transportation](#)

- [FHWA Planning & Program Development](#)
- BOT Secretary
- BOT Committees Staff
- Adobe Acrobat Reader
- ArcMap (ESRI software)
- [CTP Process Overview](#)
- [CTP Management Approval Checklist](#)
- [CTP Maps Preparation Points and Checklist](#)
- [Memo Sample 1](#) – BOT Agenda Memo
- [Memo Sample 2](#) – BOT Agenda Memo (No Agenda Items)
- [Memo Sample 3](#) – NCDOT Employee News Memo
- [Memo Sample 4](#) – Recommended CTP Maps Memo (Division Engineer & BOT Member)
- [Memo Sample 5](#) – BOT Adopted CTP Maps Memo (Mail to Local adoption entities)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 707-0911.
- For questions about performing this procedure contact: Elena Talanker (919) 707-0911

Glossary

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

Board of Transportation (BOT)

Comprehensive Transportation Plan (CTP)

Department of Transportation (DOT)

Metropolitan Planning Organization (MPO)

Rural Planning Organization (RPO)

Transportation Planning Branch (TPB)

User Access

Restricted NCDOT, FHWA, MPO, RPO, Consultants, etc.

Record of Revision

Version	Section Affected	Description	Effective Date
2	Responsibility & Procedures	Procedure has been revised to reflect the Policy Change for N.C. Board of Transportation Committee Meetings (reduce paper and waste).	07/17/2009

2.1	Procedures – Step 5	Added Sample Memo 4	12/16/2009
2.2	Resources & Tools	Updated link for in-house approval checklist. Added link for FHWA Planning & Program Development Group.	03/24/2010
2.3	Resources & Tools and Step 15	Updated link for NCDOT Employee News Memo and NC BOT Approved Maps distribution Memo.	07/22/2010
2.4	Step 15	Updated NCDOT Employee News Memo and distribution procedure.	01/20/2011
3.0	Major revision	Changed Reviewing Technician to Branch Manager, added “CTP Maps” where missing, updated links, CTP project files location-room 447.	6/13/2011
3.1	Procedures – Steps 4,5,7	Changed requirements on PDF and color copies to present to the Branch Manager before BOT adoption. Minor language corrections.	9/2/2011
4	Procedures – Step1-10	Procedure has been simplified to correspond to the CTP Maps – Internal Review procedure. Administrative Staff duties were eliminated. Procedure steps for PE didn’t change. New email address for NCDOT Employee News has been added.	1/23/2012